



Non-Merit Job Vacancy Announcement

EXECUTIVE ADMINISTRATIVE SECRETARY

Pay Grade:	12	Position Type:	Full Time
Salary or Range:	2589.26-3430.10	Work Schedule:	Monday-Friday; 8 hours/day
FLSA Designation:	Non-Exempt	Work Week:	40 Hours

Agency: Kentucky Department Of Corrections-Office Of Adult Institutions
Work Address: 275 East Main Street, Frankfort Kentucky
Work County: Franklin County

AGENCY COMMENTS:

DESCRIPTION OF JOB DUTIES:

Serves as primary secretary to the Deputy Commissioner of Adult Institutions and the Director of Operations and Program Services Division. Draft correspondence and reports for signature. Track personnel documents and monitor evaluation deadlines for compliance. Agency contact for all correspondence and complaints from the Governor's Office and the Secretary of Justice Cabinet's office. Assign and monitor responses for department staff on inquiries. Coordinate and approve out of state travel documents. Complete travel vouchers for Supervisors and Travel Expenditure's for divisional staff. Coordinate, plan logistics, and arrange meetings to include securing locations, setting up contracts, ordering food, setting up equipment, and all logistical matters surrounding meetings. Take and distribute meeting minutes. Answer phone, screen calls and route as necessary. Answer routine questions.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure knowledge, skills and abilities to accomplish position objectives.

EXPERIENCE:

Sufficient education which would assure knowledge, skills and abilities to accomplish position objectives.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and

background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: _____)

[Posted on: _____]

Please submit official application and resume to the Governor's non-merit portal. Please post the job posting for 15 days.

Contact Name: Jesse Kirk

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